

CITY OF BURBANK

JUNIOR CASHIER

DEFINITION

Under supervision, to accept cash payments, to operate change and ticket metering machines, to maintain cash and ticket records and to do related work as required in the Park and Recreation Department.

ESSENTIAL FUNCTIONS

Accepts payments for instructional class fees and admissions; operates change and ticket metering machines; prepares attendance, receipt and ticket reports; turns in receipts at end of day; answers routine inquiries and directs more difficult questions and complaints to the proper sources; assists pool personnel during emergencies and swim instruction, maintains event records during swim meets; may occasionally perform locker room attendant duties.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to - Make computations rapidly and accurately; learn to operate change and ticket metering machines accurately; make change accurately; prepare accurate, simple reports; establish and maintain harmonious relationships with supervisors, fellow employees, and the public; follow oral and written directions.

License & Certificates: An American Red Cross Standard First Aid Certificate and CPR Certificate are required at time of appointment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.